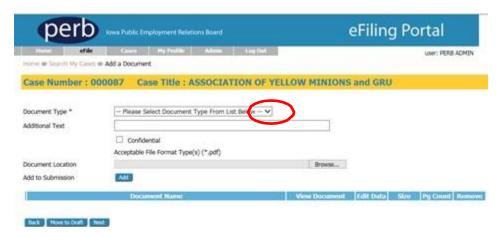
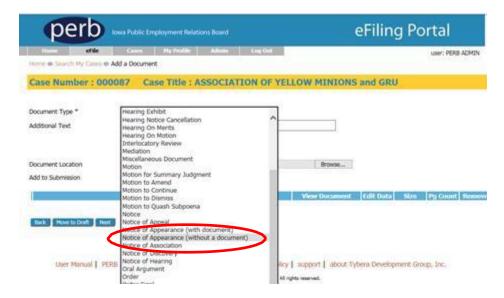
HOW TO FILE E-FILE AN APPEARANCE WITHOUT A DOCUMENT



1) Log in to your eFlex account. Locate your case number, bargaining unit number or CEO number and click e-file.



2) Click the down arrow to view available document types.



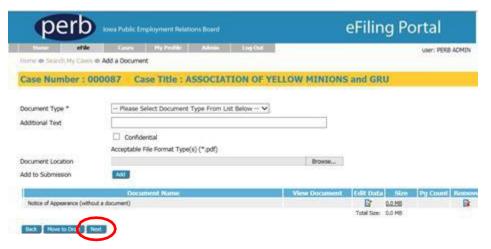
3) Select "Notice of Appearance (without a document)."



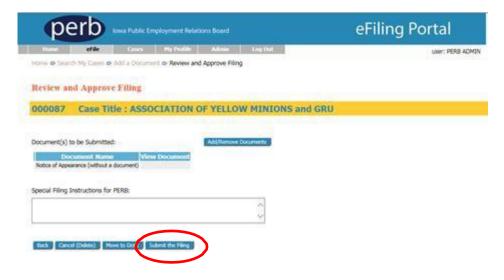
4) Once the document type is selected, click "ADD" and then "NEXT."



5) Your information should populate at the top of this page. Select the party you are appearing for by checking the box next to the appropriate party. Then click next.



6) You will be taken back to this screen in case you need to file additional documents. If you are just filing a notice of appearance, simply click "NEXT."



7) Click "submit the filing" to complete your filing.